

Bicycle and Pedestrian Advisory Committee (BPAC)

Meeting Minutes

May 27, 2004

1. Call to Order.

Vice Chair Maureen Brooks called the meeting to order at 7:35 p.m. A quorum was present. Chair David Alfano took over from Vice Chair Brooks at 7:40pm.

Members Attending:

David Alfano, Michael Barnes, Maureen Brooks, Robert Cronin, Richard Garbarino, Matt Grocott, Mike Harding, Marc Hershman, Colleen Jordan, Julie Lancelle, and Sue Lempert.

Staff/Guests Attending:

Geoff Kline, Walter Martone, and Sandy Wong - C/CAG Staff; Christine Maley-Grubl – Peninsula Congestion Relief Alliance.

2. Public Comments On Items Not On The Agenda.

None.

3. Minutes of the April 22, 2004 meeting.

Committee member Barnes MOVED the approval of the minutes, seconded by member Hershman. MOTION PASSED unanimously.

4. Report on Bike to Work Day.

Christine Maley-Grubl of the Peninsula Congestion Relief Alliance (the Alliance) reported on the Bike To Work Day (BTWD) on May 20, 2004. There were a total of 18 BTWD stations in San Mateo County. 730 people signed up at those stations, plus 150 “rider-bys”. There was good media coverage, including the San Mateo Daily Journal and San Francisco Chronicle. Staff from the Alliance canvassed businesses to promote BTWD. A wrap-up meeting will be held at MTC on June 11, 2004, at which summary data for the event will be available. Christine will be at that meeting.

Member Grocott suggested ways for improvement in media coverage. Member Lempert suggested the Alliance share Countywide information and efforts in BTWD with individual cities next year. The City of San Mateo will do something on its own. However, the City of San Mateo’s effort should be coordinated with that of the Alliance. Member Cronin suggested to distribute the give-away bags to the various stations based on previous sign-ups at those stations so that they won’t run out.

5. TDA Article 3 Schedule.

Geoff Kline proposed a calendar for the upcoming cycle for the TDA Article 3 program. The calendar as approved by the committee is shown in the attached.

Due to MTC's latest calculation, it is estimated San Mateo County will have approximately \$1.15 million available for funding, consisting of \$580K from FY 04/05 and \$570K from FY 05/06.

A lengthy discussion took place regarding whether or not a sponsor's attendance in the workshop, to be held on September 23, 2004, will add bonus points to the application scoring. The final decision was that there will not be additional points given to an application regardless of whether or not a sponsor attends the workshop. However, a message should be sent to sponsors that attending the workshop will greatly enhance their chance of their project being selected.

It was decided that the call-for-projects letter should be sent out as early as June to allow longer time for sponsors to prepare applications and the required documentation. Emphasis should be made in the cover letter to state this reason, the importance of making complete application forms, and the emphasis on project readiness. Applications should include a 5-minute video of the project location to help the scoring process.

6. Report from Mapping Committee.

Maureen Brooks reported on the Mapping Subcommittee's activities. It was decided that the data on the existing map is old and outdated. Maureen requested the BPAC members to help out in verifying information prior to entering data in Geographic Information System (GIS). Information should include planned routes as well as informal routes used by the bicycle users. Maureen will assign geographic areas to each BPAC member to verify bike route information. It was mentioned that utilization of knowledge and efforts from the bicycle coalitions and bike users groups should be maximized.

7. Countywide Bike Plan Update.

• Technical Guidelines

City of San Carlos was the only city to have provided comments on the Santa Clara VTA Technical Guidelines. That was due to Member Grocott's request to the Director of Public Works, Parviz Mokhtari, to put that item on the City's BPAC agenda.

The committee requested staff investigate other cities' experience in using similar technical guidelines. Suggested cities to look into include Seattle, Davis, Portland, and Boulder (Colorado). Also, VTA's own experience in terms of using its own Technical Guidelines should be checked. In the mean time, BPAC members will continue to review the VTA Guidelines.

• Measure A Bicycle/Pedestrian Projects

Geoff Kline asked the committee if it would be appropriate to include those bike/ped projects submitted for Measure A Reauthorization into the Countywide Bike Plan. The committee concluded that while these Measure A Reauthorization Bike/Ped projects include good examples of bike

projects, some of the projects look like just place holders. Also, from the Measure A standpoint, these projects consist of an incomplete list of bike projects to be funded. Therefore, a decision was made not to include these projects into the Countywide Bike Plan at this point. Instead, staff will check to see which of these projects are already in the Countywide Bike Plan, and then evaluate those that are not already in the Plan for their worthiness of inclusion.

*Motion: Staff to recommend projects from the Measure A Reauthorization Bike/Ped project list for inclusion in the Countywide Bike Plan. **Committee member Lempert MOVED, member Hershman seconded. MOTION PASSED unanimously.***

8. Member Communications.

Maureen Brooks announced that she was informed by Caltrans that 13 bike detectors have been installed at intersections in Burlingame, and a number of them are also installed in Palo Alto and Mountain View. It is a test project. Please encourage your bicyclist friends to try it out. She will have further information next week.

9. Adjournment

The meeting ended at 9:05 p.m.